



GROUNDSWELL
cafe

CATERING AND EVENTS COORDINATOR, CULTIVATE HOPE

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building. Our Groundswell Cafe is a pay-it-forward café, providing healthy meals to all, regardless of their ability to pay.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

SKILLS AND ABILITIES (include but are not limited to the following)

- Design catering and event menus that deliver on the Groundswell standards for sustainability, nutrition, value, flavor and margin/profitability.
- Prep and cook food for all catering and events.
- Design and deliver a standardized Good meals to Go program for the Corner Store to include entrees, side dishes, snacks and sweet treats that deliver on the Groundswell standards for sustainability, nutrition, value, flavor and margin/profitability.
- Design and deliver a standardized baked goods and sweet treats selection of goods for the cafe that deliver on the Groundswell standards for sustainability, nutrition, value, flavor and margin/profitability.
- Act as the relationship manager / sales person / new business developer & point of contact for all catering and events to design and sell customized experiences for all catering and event requests that come in to Matthew 25 / Groundswell Cafe.
- Work collaboratively with staff members and volunteers to maximize their skills in a way that fits within the mission of Matthew 25.
- Recommend process improvements for increased efficiencies.
- Collaborate with the Cafe Manager to schedule and oversee staffing for catering and events.
- Develop market night offerings for the Urban Farm using the outdoor brick-oven and grill.
- Collaborate with the Head Chef on purchasing.
- Operate all food services in compliance with established health and safety.
- Maintain Linn County Public Health food safety standards and regulations.
- Maintain Linn County Public Health food safety standards. Availability and willingness to obtain ServSafe Food Manager certification.
- Display and promote Company Values

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Education in culinary arts and/or previous experience in the events and catering field required.
- Food preparation experience.
- Proven ability to create and close sales.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of less than 1 hour per day
- Stand an average of 3-4 hours per day
- Walk an average of 6-7 hours per day
- Required Movements:
 - Bend/Stoop – Occasionally (1-4 times per hour)
 - Reach above shoulder level – Occasionally (1-4 times per hour)
 - Pushing – Occasionally (1-4 times per hour)
- Weight Carried:
 - Up to 10 lbs – Frequently (5-24 times per hour)
 - 11-30 lbs – Occasionally (1-4 times per hour)
- Weight Lifted:
 - Up to 10 lbs – Frequently (5-24 times per hour)
 - 11-30 lbs – Frequently (5-24 times per hour)
- Hands Used for Repetitive Action:
 - Simple/light grasping (both hands) – Occasionally (1-4 times per hour)
 - Firm/strong grasping (both hands) – Frequently 5-24 times per hour)
 - Fine dexterity (both hands) – Frequently (5-24 times per hour)
- Job requires being around equipment commonly found in a kitchen. Safe practices required.

BENEFITS

Benefits include PTO, Health Insurance, Simple IRA match, Short-Term Disability, and paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available.